

<b>SF-52A</b> (To accompany request for recruit/placement)		<b>CP Use ONLY</b> SF-52 NUMBER
POSITION TITLE, SERIES & GRADE	PD NO.	VICE
REQUEST FOR (Check appropriate block) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 20%;"> <input type="checkbox"/> Permanent         </div> <div style="width: 20%;"> <input type="checkbox"/> Temporary         </div> <div style="width: 20%;"> <input type="checkbox"/> Time         </div> <div style="width: 20%;"> <input type="checkbox"/> Part Time         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Not to Exceed _____</span> <span>_____ hrs per wk</span> </div>		
<b>POSITION MANAGEMENT CERTIFICATION</b>		
I have reviewed this position against the Position Management criteria in NASFINST 12500.1. Recruitment for this position is economical and effective use of civilian personnel ceiling.  Signature: _____ Date: _____		
<b>RECRUITING SOURCES DESIRED</b>		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Merit Promotion Vacancy Announcement/Listing   <input type="checkbox"/> Area of Consideration: _____   <input type="checkbox"/> Include eligibles for Reinstatement   <input type="checkbox"/> Include eligibles for transfer from other agencies   <input type="checkbox"/> Reassignment (Name _____ t _____)         </div> <div style="width: 50%;"> <input type="checkbox"/> Management Identification Of Candidates   <input type="checkbox"/> Veteran's Readjustment Appointment eligibles  <small>OFFICE OF PERSONNEL</small>  <input type="checkbox"/> Management Certificate (Delegated Examining if appropriate)   <input type="checkbox"/> Applicant Supply File   <input type="checkbox"/> Disable American Veterans   <input type="checkbox"/> Schedule A Handicapped         </div> </div>		
<b>WORK SCHEDULE</b>		
Hours of Duty (If other than 7:30am - 4:00pm): _____		
Work Week (If other than Monday-Friday): _____		
<b>SPECIAL CONSIDERATIONS</b>		
Type of Clearance Required: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Secret           <input type="checkbox"/> Confidential           <input type="checkbox"/> Not Required         </div>		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Motor Vehicle operators license required   <input type="checkbox"/> Rating by panel (Specify Panel members remarks)         </div> <div style="width: 50%;"> <input type="checkbox"/> Position Essential during emergency situation or general dismissal   <input type="checkbox"/> Relocation Expenses are not payable   <input type="checkbox"/> Position covered by following Medical Surveillance Programs            _____         </div> </div>		
<b>REMARKS:</b>  <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		<input type="checkbox"/> Preselection interview desired in remarks  <input type="checkbox"/> Other Licensure/certification/registration

<b>CP USE ONLY</b>			
PRIORITY PLACEMENT INFORMATION			
CLEAR	CLEAR	DATE REQUESTED	ACTION
CLEAR	CLEAR		
CLEAR	CLEAR	DATE REQUESTED	ACTION
CLEAR	CLEAR		
PRIORITY CONSIDERATION/REPromOTION ELIGIBLES REFERRED		DATE	ACTION
REEMPLOYMENT PRIORITY ELIGIBLES REFERRED		DATE	ACTION
JOB ANALYSIS TO BE COMPLETED BY SELECTING OFFICIAL			
COLUMN 1 LIST THE 4 OR 5 MAJOR FUNCTIONS, DUTIES, TASKS TO BE PERFORMED		COLUMN 2 LIST FOR EACH, THE KSA'S REQUIRED TO PERFORM THE TASK	
1.		1. _____	
		_____	
		_____	
		_____	
2.		2. _____	
		_____	
		_____	
		_____	
3.		3. _____	
		_____	
		_____	
		_____	
4.		4. _____	
		_____	
		_____	
		_____	
5.		5. _____	
		_____	
		_____	
		_____	
SIGNATURE OF		DATE	
SME/FPW:		:	
TITLE OF			
SME/FPW:			